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NASA Procedural Requirements

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Subject: Plan for a Drug-Free Workplace (REVALIDATED w/Change 1 12/06/06)

Responsible Office: Office of Human Capital Management

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Chapter 3. Training and Education

3.1 Implementation

Under the direction of the DPM, the Director, Workforce Management and Development Division, shall provide training to ensure that all employees and supervisors are fully informed of the NASA Drug-Free Workplace Program. Each Center shall implement the training.

3.2 Supervisory Training

3.2.1 Since supervisors have a key role in establishing and monitoring a drug-free workplace, NASA shall provide training to assist supervisors in recognizing and addressing illegal drug use by NASA employees. Training shall be required of all supervisors and may be presented as a separate course or be included as part of an ongoing supervisory training program. Training shall be provided as soon as possible after a person assumes supervisory responsibility; however, failure to receive such training shall not invalidate otherwise proper management decisions. The purpose of supervisory training is to provide the following information:

- a. NASA policies relevant to work-performance problems, drug use, and the EAP.
- b. The rights of employees.
- c. The responsibilities of offering EAP services.
- d. The process for recognizing and documenting performance and behavioral changes.
- e. The roles of the medical staff, supervisors, human resources staff, legal counsel, and EAP personnel.
- f. How to use the EAP.
- g. How EAP relates to the performance appraisal and the disciplinary process.
- h. The process of reintegrating employees into the workforce who have successfully completed a rehabilitative program.

3.3 Employee Education

3.3.1 Each Center shall offer drug education to all employees that includes the following objectives:

- a. Types and effects of drugs.
- b. Rights of the employee.
- c. Symptoms of drug use and its effect on performance and conduct.
- d. The relationship of the EAP to the Drug-Free Workplace Program.

e. Other relevant treatment, rehabilitative, and confidentiality issues.

3.3.2 Drug education activities may include the following:

a. Distribution of written materials.

b. Videotapes.

c. Lunchtime employee forums.

d. Employee drug-awareness days.

e. Web-based training.

3.4 Union Officials

Each Center shall provide orientation and training to union officials.

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